



ENVIRONMENTAL POLICY

Statement

TalkFIRST are committed to minimising the impact of its activities on the environment.

We ensure that we are reducing, recycling and reusing everything we can. We also encourage sub-contractors, suppliers and clients to do the same.

TalkFIRST commits to:

- Continually improve our environmental performance.
- Prevent pollution and effectively manage our significant environmental impacts.
- Comply with relevant environmental legislation as a minimum level of performance.
- Minimise waste by evaluating operations and ensuring they are as efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product range to minimise the environmental legislation that relate to the Company.
- Educate and train our employees, trustees and volunteers in environmental issues and the environmental effects of their activities.
- Monitor progress and review environmental performance against targets and objectives on a regular basis
- Communicate our environmental aims and objectives to all staff, as well as to clients, investors and other external stakeholders.
- Using the principles of reduce, reuse and recycle whenever possible
- Review this policy on an annual basis, after any changes in legislation and in response to feedback.

Signed

Name: Tracy Sheppard
Dated: 16th October 2015

Next review date: 16th November 2019

Environmental Objectives

Our environmental objectives for this year are as follows:

	Objective	Target	Deadline
1	Reducing fuel usage by planning visits, vehicle sharing etc	Reduce by further 5%	November 2019
2	Sourcing our purchases from sustainable and recycled products	Increase of 10%	November 2019
3	Saving paper by printing double sided, reducing printing and sending emails instead of hard copies	Reduce paper by 10%	November 2019

We monitor the above objectives by recording fuel usage, reviewing our purchases on a bi-monthly basis and checking amount of paper purchased on a monthly basis.

We review the objectives on a regular basis and change the targets on an annual basis.

Current Initiatives

Reduce

- Using local suppliers to reduce our carbon footprint and support the local economy
- Photograph completed flip charts rather than photocopying them
- Efficient use of water and energy
- Minimising petrol usage by carefully planning visits
- Buy products with little packaging
- Buying non-toxic products whenever possible
- Ensuring that the last person leaving a building checks all lights and power are off
- Car sharing.

Reuse

We aim to reuse our waste by:

- Reusing packaging and other materials such as
 - Paper and Envelopes
 - Cardboard, Newspaper and Bubble Wrap
 - Plastic and Paper Bags.

Recycle

We recycle our waste by:

- Buying products that can be recycled
- Buying products that have been made from recycled material
- Using recycling bins
- Recycling paper, printer cartridges, plastic bottles etc.